



Position Description

Educator

**Wesley Out of School Hours Care
September 2021**

Agreement

Signed-Manager

Signed-Employee

Date

Date

Do all the good you can
because every life matters



Educator

Wesley Out of School Hours Care

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servanthood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

2 Overview of Wesley Out of School Hours Care

The Wesley Out of School Hours Care (OOSH) team has 5 key responsibilities:

- To provide high quality services that value the uniqueness of each individual child in our care
- operate within the National Quality Framework
- foster and build positive and trusting relationships with the children and engage in positive interactions
- guide and encourage positive social interactions between children and assist them in developing skills to build trusting and reciprocal relationships
- ensure both OOSH and Vacation care services operate in a safe environment.

3 Overview of role

- assist in the provision of high quality Out of School Hours programs which meet the expectations of Approved Provider (Wesley Mission), families and children
- assist in the delivery of a quality service/ program which is compliant with the Framework for School Aged Care – My Time, Our Place
- provide quality care, and facilitate activities and educational programs
- understand the service’s philosophy, policies and procedures
- undertake other duties as determined by the Nominated Supervisor or Centre Coordinator from time to time.

- contribute to the ACECQA self-assessment process and assist in regular reviews
- actively engage the children during the implementation of the program.

Note: This person may be placed in Day-to-day charge of the service in the absence of the Centre Coordinator or Senior Educator

4 Relationships

Reports to: Centre Coordinator

5 Major role responsibilities

5.1 Our clients

- actively supervise the children and instruct them in the appropriate use of equipment
- assist in creating a warm, caring and collaborative environment for all children attending the service, through a warm, responsive and respectful manner
- be aware of the children's needs and abilities and meet these in a manner that is appropriate
- share responsibility for the safety and hygiene of children within the service's environment, including, but not limited to ensuring appropriate cleaning and food handling practices
- support each child to build and maintain sensitive and responsible relationships with others
- educate children through demonstration of appropriate role modelling i.e. non-racist, non-sexist and non-aggressive in behaviour.
- actively involve children in the continual development and evaluation of the program
- assist in documentation and evaluation of children's learnings
- advise Centre Coordinator of any children or families who are under stress
- assist as requested in the orientation of new children and their families entering the service
- understand and consistently implement the behavior management policy
- be a strong ambassador for the Wesley OOSH team.

5.1.1 Performance Measures

- Client satisfaction is at 95%.

5.2 Our people (our team)

- role model by leading quality practice
- follow directions of the Nominated Supervisor and Centre Coordinator
- show inspiration and passion as an active Wesley OOSH team member
- be an advocate of the Wesley OOSH and Wesley Mission
- ensure all Human Resource (HR) policies and procedures are understood and adhered to
- engage in the evaluation of performance with your immediate supervisor and actively seek opportunities to develop professionally and personally

- be flexible and work in a cooperative manner and build positive relationships with colleagues to ensure efficient operation of the service and maintain a high level of morale
- raise any concerns you have directly with the Centre Coordinator
- identify and recommend opportunities to increase team satisfaction
- attend all scheduled meetings.

5.2.1 Performance Measures

- Adhere to HR policies and Procedures
- 90% of scheduled meetings are attended

5.3 Our operations

- follow all Wesley Mission policies and procedures
- assist in set up and pack down of the centre as required
- assist in maintaining cleanliness and hygiene of the centre and equipment
- assist in the development and implementation of programs for allocated OOSH service/s, ensuring they are meeting the requirements under the NQF
- attend regular staff meetings with the Centre Coordinator and educators and assist in reviewing and developing programs as required
- be a strong ambassador for the Wesley Out of School Hours team
- fulfil duties associated with mandatory reporting guidelines in line with the Child Protection legislation and their service's policy
- fulfill duties associated with mandatory reporting guidelines in line with the Child Protection legislation and the service's policies
- maintain and consistently implement the behaviour management policy

5.3.1 Performance Measures

- Adhere to Wesley Mission policies and procedures

5.4 Our financials

- Ensure all projects are delivered to budget and seek opportunities to minimise expense wherever possible.

5.4.1 Performance Measures

- adhere to the services budget as directed by the Centre Coordinator.

6 Professional responsibilities

- as directed, other activities to support the delivery of the Wesley Out of School Hours Care Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures

- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- in relation to Wesley Mission attend worship services as encouraged by your supervisor
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- be aware of and comply with the service's Work Health and Safety policies and procedures
- take reasonable care to protect your own safety in the workplace and work in a safe manner
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain confidentiality.

7 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relates well to a range of people with sound listening and problem solving skills
- confident professional with strong initiative and business acumen
- displays emotional maturity and resilience.

Essential skills/knowledge

- outstanding interpersonal skills, flexible, patient and ability to relate well to all levels of society that Wesley Mission interacts with proven organisational skills, ability to multi-task, prioritise workloads and meet deadlines and budgets
- attention to detail
- First Aid, Asthma and Anaphylaxis qualification or willingness to obtain
- current Working with Children Check
- understanding of the National Quality Framework and My Time Our Place, or willing to learn
- proficient computer skills in Microsoft Office

Desirable skills/knowledge

- Certificate III or IV in Early Childhood Education and Care
- not for profit or cause related experience.